

CITY OF RIVERSIDE

5450

06/11/96

HUMAN RESOURCES DEPARTMENT

Revised

CLASSIFICATION SPECIFICATION**TITLE: SENIOR HELICOPTER MECHANIC****DEFINITION**

Under general supervision, to lead and perform skilled, technical work in the scheduled and unscheduled maintenance and repair of City-owned helicopters and related equipment in accordance with Federal Aviation rules and regulations, aircraft manufacturer's guidelines, and Police Department policies and procedures; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Helicopter Mechanic class in that the senior level has responsibility for providing lead direction over lower level mechanics; scheduling and estimating work to be performed; working directly with vendors and contractors; maintaining log books and related maintenance records; and maintaining inventory of equipment, parts, and materials.

REPORTS TO: Police Sergeant (Aviation Unit Supervisor)

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Sergeant (Aviation Unit Supervisor). Exercises lead direction over Helicopter Mechanics, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Schedule, lead, and participate in the journey-level, skilled, technical work in the maintenance, repair, and overhaul of helicopters and related equipment.
- Perform aircraft, engine, and systems inspections, service, and repairs in accordance with the manufacturer's manuals, notices, and bulletins, and Airworthiness Directives as issued by the Federal Aviation Administration.
- Diagnose and repair maintenance discrepancies on airframe, engine, transmission, rotor systems, gear boxes, control assemblies, instrumentation, accessories, electrical, and related systems and equipment.
- Participate in helicopter check flights to aid in aircraft troubleshooting and diagnostics.
- Perform deep-cycle maintenance on NiCad batteries.
- Maintain log books and related maintenance records and forms in a neat and efficient manner.
- Maintain the inventory of necessary equipment, parts, and materials.
- Evaluate maintenance work to be performed in terms of time required, parts needed, and costs involved.
- Assist with the preparation of the Aviation Unit budget.
- Lead, train, and participate in the evaluation of subordinates.
- Deal directly with vendors and contractors.

QUALIFICATIONS

Knowledge of:

- Methods, principles, techniques, tools, materials, publications, and equipment used in the maintenance and repair of helicopters.
- Principles and characteristics of helicopter engines and systems operations.
- Aircraft maintenance record keeping and reporting procedures.
- Principles of supervision and training.
- Safe work practices.

Ability to:

- Schedule, lead, and participate in the routine and emergency maintenance and repair of helicopter engines, systems, and related equipment.
- Inspect and locate difficulties and perform required major and minor mechanical, hydraulic, or electronic repair work.
- Use a variety of tools and equipment with journey level skill.
- Maintain a variety of shop and service records.
- Understand and carry out oral and written instructions.
- Lead, train, and participate in the evaluation of mechanics.
- Work overtime and/or be on-call, as required.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. Successful completion of a factory helicopter maintenance training course (model to be specified in job announcement) is highly desirable.

Experience: Four years of journey level experience in the inspection, repair, and maintenance of (model to be specified in job announcements) helicopters.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of a valid Airframe and Power plant Mechanic's License as issued by the Federal Aviation Administration.

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Successful completion of a polygraph and background investigation.

Possession of a compliment of hand tools necessary for the proper maintenance of helicopters.

Possession of a valid Inspection Authorization Certificate issued by the Federal Aviation Administration is highly desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Helicopter Mechanic

TO: